



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Offender Rehabilitation Probation Compact Office #2 Martin Luther King, Jr. Dr. Atlanta, GA 30334	Application Number 80-263-A	
Application Number		Date Received JUL 29 1983 JUL 18 1983	Date Completed SEP 12 1983
2. Person to Contact Susan Davis		Working Title Records Management Officer	Telephone Number 656-5561
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 80-263 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest Present		5. Records Series Title (followed by title used in office, if different) Probation Compact Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Probation Division provides correctional supervision and rehabilitation programs to criminal offenders while permitting them to remain in the community. The Probation Compact Office facilitates the transfer of persons on probation from Georgia to other states and from the other states to Georgia. Each state has a compact office for probation and each states' compact office serves as a clearing house and records center for communication between that state and all other states in matters pertaining to probation.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Case material on Georgia and out of state probationers supervised by other states and by out of state probationers supervised by Georgia. Case histories, probation sentence, waivers, applications for compact services, progress and conduct report, investigation and pre-sentence reports and general correspondence.	
File is arranged: Alphabetically by name of probationer.			
8. Monthly Reference Rate		How often are records referred to which are: One to six months old <u>Seldom</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?	
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers <input checked="" type="checkbox"/> ; Shelves _____; Other (specify) <u>25 to 30 Boxes per year</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a. Is this the official copy of the series? If not, where is it?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Ga. Code 42-8-40
<input checked="" type="checkbox"/>	<input type="checkbox"/>	c. Is this a vital record? ONLY CASE FILE MAINTAINED ON PROBATIONER
<input type="checkbox"/>	<input checked="" type="checkbox"/>	d. Does this series have historical or long term research value?
<input type="checkbox"/>	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
<input type="checkbox"/>	<input type="checkbox"/>	f. Is the information contained in this series ever published? If yes, attach copy.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	i. Is this series (or a major portion of it) regularly microfilmed?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This is the Department's only official case file maintained on probationers.
Needed to reference for two years after probation period is terminated.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then.

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Upon termination or transfer of probationer back to Georgia or back to another state, place all papers in the inactive file; cut off file at end of calendar year; hold in CFA 6 months; then transfer to State Record Center; hold 1 1/2 years then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			7/14/83
<div style="display: flex; justify-content: space-between;"> <div> <p>Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)</p> </div> <div> <p>State Records Committee (Signature)</p> </div> <div> <p>Date</p> </div> </div>			
State Auditor/Designee			8-25-83
Secretary of State/Designee			8/23/83
Attorney General/Designee			8-30-83



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Dept. of Offender Rehabilitation Probation Compact Office 800 Peachtree Street Atlanta, GA 30365	Application Number 80-263	
Application Number		Date Received APR - 9 1980	Date Completed APR 28 1980
2. Person to Contact Susan Davis		Working Title Records Management Officer Telephone Number 894-5562	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-464</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest _____ Latest _____ Present _____		5. Records Series Title (followed by title used in office; if different) Probation Compact Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Probation Division provides correctional supervision and rehabilitation programs to criminal offenders while permitting them to remain in the community. The Probation Compact Office facilitates the transfer of persons on probation from Georgia to other states and from the other states to Georgia. Each state has a compact office for probation and each states' compact office serves as a clearing house and records center for communication between that state and all other states in matters pertaining to probation.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Maintaining Documents relating to: /Case material on Georgia and out-of-state probationers supervised by other states, and by out-of-state probationers supervised by Georgia. Included are: Case histories, probation sentence, waivers, applications for compact services, progress and conduct reports, investigation and pre-sentence reports and general correspondence. File is arranged: Alphabetically by name of probationer.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	X	c. Is this a vital record? ONLY CASE FILE MAINTAINED ON PROBATIONER
	X	d. Does this series have historical or long term research value?
	NA	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? IN THE FIELD PROBATION OFFICES
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>5</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This is the Department's only official case file maintained on probationers. Needed to reference for five years after probation period is terminated.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

of probation

Upon termination or transfer of probationer back to Georgia or back to another state, place all papers in the inactive file; cut off inactive file at end of each calendar year; hold in current files area 1 year; then transfer to State Records Center; hold 4 years; then destroy.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>David C. Evans</i>	4/8/80	<i>Susan Davis</i>	4/8/80
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	4-28-80
		Secretary of State/Designee <i>C. Hart</i>	4-14-1980
		Attorney General/Designee <i>[Signature]</i>	4/28-80